



Reduction in Force Refresher

August 11, 2009

If Rehired, Some Benefits May Continue



- RIF to Temp
 - All RIF rights continue
- 40 hr RIF to fewer hrs.
 - Priority continues, maybe SHP too
- RIF to lesser grade, salary, competency etc.
 - Priority continues

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Health Plan will continue if hours 30 or more.

How BEACON Tracks OSP Policy in System



OSP Policy

- RIF Priority
- Severance Pay
- State Health Plan

BEACON Process

- IT 41 Date Specifications
- Action AND
IT 15 Additional Payments
- Action

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Three SEPARATE policies to keep track.... See policies for ALL specifics.
For example:

RIF Priority requires 24 months of continuous state service as permanent employee.

Severance pay requires at least 6 months of continuous state service as a permanent trainee.

State Health Plan requires at least 12 months of continuous state service as a permanent employee.



Temporary RIF Employment

- Bottom Line:
 - BEACON employee CANNOT be RIF'd and rehired same day as temporary.
 - THERE MUST BE A ONE DAY BREAK IN SERVICE TO ACKNOWLEDGE RIF ACTION IN SYSTEM
 - Please be sure supervisors understand this.
 - Example: July 31, 2009 – Last day worked
August 1, 2009 – First day of RIF action
August 2, 2009 – First day EE can enter time as a temp



Temporary RIF Employment

- RIF Agency = Parent agency
- Temporary Agency = Borrowing Agency
- Employee REMAINS with RIF Agency
- Borrowing Agency does NOT activate employee
- Borrowing Agency notifies Parent Agency, OSP and BEST
- Borrowing Agency sends to BEST:
 - Timesheet with the following information
 - Position Number
 - Employee Number
 - Hourly Rate
 - Signatures of Supervisor and Employee

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DO NOT ENTER A RIF'D EMPLOYEE INTO SYSTEM AS A TEMP – You will cancel out the RIF action!



IT 19 Monitoring of Tasks

- IT 19 – should probably do TWO of these....
 - 30 days – from RIF letter/notification to initiate RIF action
 - Another one 12 months out to cancel separation pay continuation action.
 - Not wise to do all actions at once – employee might find work within state government before first 30 days is over.... Then it would be a transfer (or some other action than RIF)
- Use B0099 in BI PA – EE Deadline Dates



IT 41 Date Specifications

- IT 41 – ADD a Date Type 06 Notification of RIF
 - Don't change existing dates already on the date type
 - Don't forget your comments!
 - BI Reports built off of this data – very important
 - If RIF Priority satisfied – COPY 41 and remove 06

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How is the IT 41 handled if a RIF takes a job that satisfies their RIF rights?

In the BEACON system, the IT 41 will come up as part of the action completed by those hiring the RIF. They should copy the 41 and remove the datatype 06 on the NEW IT 41. The datatype 06 should remain on the previous IT 41.

If hiring in State Government but outside of BEACON, the agency with access to employee should copy the IT 41 and remove the datatype 06 from the new IT 41.

This should be maintained in addition to adding to the OSP spreadsheet – BEACON is system of record. Must be entered for future BI reporting purposes.

Reduction in Force Actions and Reasons



- Action: Separation Pay Continuation
- Reasons:
 - RIF Severance and/or Health Insurance
 - RIF Discontinue Service Retire

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BEFORE entering a Discontinued Service Retirement into the system, be sure to include agency payroll, OSP, and Retirement in your discussions. The current contact at the Retirement system per Stephanie Beard at the Treasurer's Office, is Diane Whaley – 508-5156.

Reduction in Force Actions and Reasons cont.



- Action: Separation
- Reasons:
 - RIF – Prior to career status
 - without severance/health benefit
 - Reduction in Force (RIF)
 - without severance/health benefit
 - Cancel Separation Pay Continuation
 - cancels severance and/or health benefit

When using the Separation action, you are truly cutting the cord. The employee will not receive any additional pay or benefits other than regular separation payouts of leave.

Be sure to do a Separation/Cancel Separation Pay Continuation on all RIF Separation Pay Continuation actions.

What action is done by whom if a RIF employee who currently has a Separation Pay Continuation action in the system is hired by a Non BEACON state agency?

The agency that has access to the employee, usually the agency that reduced the employee will complete a Separation/Cancel Separation Pay Continuation.

A few words about “career status” 6 mos trainee vs 12 months vs 24 months....

Severance – Approved by OSBM BEFORE Processed



- HR is responsible for RIF actions and severance calculation
- HR provides Payroll severance amount to pay on monthly basis
- Payroll will use IT 15 – Additional Payments to process
- Employee may be hired early in RIF process and lose severance rights
- Only one IT 15 should be created per month so as not to overpay – do not future date and create several at one time
- Per Wendy Griffin, Payroll questions should be directed to Payroll during their conference call

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Severance must be approved by OSBM before it is paid.

Agency HR sends to OSP who forwards on to OSBM for approval.

Agency HR then notifies Agency Payroll to pay a specific amount as approved by OSBM.

RIF Employees Returning to Work



- Agencies responsible for notifying OSP if hiring a RIF employee
- OSP communicates to Parent Agency if employee hired permanently
- Agencies responsible for correcting system



Wrap Up

- Track actions to end Severance, SHP and RIF Priority timely
- Keep communication open with
 - RIF'd employees
 - OSP
 - Agency Benefits
 - Agency Payroll
 - Borrowing Agencies for temp placement
 - Hiring Agencies for permanent placement



Questions?